Martin Yale INDUSTRIES, INC.

1217A Operating Instructions

Reversible Motor
Friction Fed
Conveyor Stacker

Easy Disassembly
Adjustable Folds
Counter Available

MADE IN USA

SPECIFICATIONS

Paper Weight……28 Lbs. Bond, 90Lbs. Cover, 135Lbs. Index, 150 Lbs. Tag, 165 Lbs. Offset, 60-240 gsm/2

Max. Paper Size……11 ¾” x 18”
Min. Paper Size……4” x 4”

Speed……10,300 11” Sheets Per Hour

Types Of Folds……Trifold, Single, Z, Double Parallel, French, Baronial

Feed Table Load Capacity……1 5/8”
Stapled Sheet Capacity……3 Sheets 20Lb. Bond

Color……Gray
Dimensions……42” x 17 ½” x 17”
Weight……52Lbs.
Shipping Weight……57Lbs.
Power……120VAC(220VAC Optional, both European and U.K.)

This manual is for machines that have a serial number greater than 31,450

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Thank you for purchasing the Martin Yale model 1217A Autofolder. With proper maintenance this unit is designed to provide years of trouble-free service. Upon receiving the machine, inspect the outer carton and verify that there are no signs of shipping damage. If the machine received damage in transit, call the shipping company immediately and request an inspection. If there are any additional questions, feel free to contact the customer service division at Martin Yale at 260-563-0641.

Caution:
The model 1217A has moving parts and should be operated with caution. Never operate the unit while wearing loose fitting clothing or jewelry. Never leave a running machine unattended. Please take the time to read all instructions before operating machine.

Upon receiving the machine verify the following components are included:

1.) 1217A Autofolder
2.) Feed Table Assembly (W-A121768)
3.) 2nd Fold Table (W-A121767)
4.) Receiving Tray (W-A121702)
5.) Stacking Wheel Assembly (W-A121718)

Once it is verified that all necessary components are included, unpack each piece and put the packaging to the side. Keep the packaging for the machine, in case the need to relocate should arise. **Note: When removing from carton do not lift machine by the first fold table. Also, do not lift or install the feed table by grabbing the paper guides. This could cause them to bend, which could result in inaccurate folding.**

Packaging Part Numbers:

1.)	Carton	M-S026202	(qty: 1)
2.)	Paper Guide Wrap	M-S026202-1	(qty: 1)
3.)	Right End Cap	M-S026202-2	(qty: 1)
4.)	Left End Cap	M-S026202-3	(qty: 1)
5.)	Feed Table Wrap	M-S026202-4	(qty: 1)
6.)	Stacking Tray Wrap	M-S026202-5	(qty: 1)
7.)	Owner's Manual	M-S027091	(qty: 1)

VERIFYING FUNCTION/START-UP

1.) Set the unit on a tabletop where there will be access to all sides of the machine. At least 18" would be ideal.

2.) Unravel the power cord and plug into wall. Unit should be plugged into a 110/120VAC outlet, or a 220VAC outlet for the U.K. or European version.

3.) Turn on to verify electrical function. If no power, verify that the socket is live by using some other device known to work. Repeat steps and verify.

NOTE: If lack of power is direct result of a paper jam, check the 5A fuse under the operator's side cover. Fuse should be checked and potentially replaced if there is any indication it might have blown, such as a paper jam, power surge, etc.

At this point if there is still no electrical function, call your dealer or the Technical Support Division at Martin Yale Industries, Inc. at 260-563-0641. Once power has been verified, the unit can be assembled. **Warning: failure to read the instructions for assembly can cause damage to the unit.**

The feed table is installed so that a cutout area on the bottom of the table fits onto the pins on each side frame. **NOTE: THE BOLT ON THE BACK PIN CANNOT BE ADJUSTED.** Begin by getting the front edge of the table in between the side frames at the top of the machine. See Cover Photo. **NOTE: DO NOT INSTALL PAPER GUIDES UNTIL FEED TABLE IS ON UNIT.**

Once this is done, begin bringing the table into the lower position, aligning the front edge with the inner support pins. Once the feed table has been installed on the machine, install the paper guides. Use the thumbnut on the bottom of the table to raise the small red wheel so that it is touching the black one. There should not be any pressure between them, just contact.

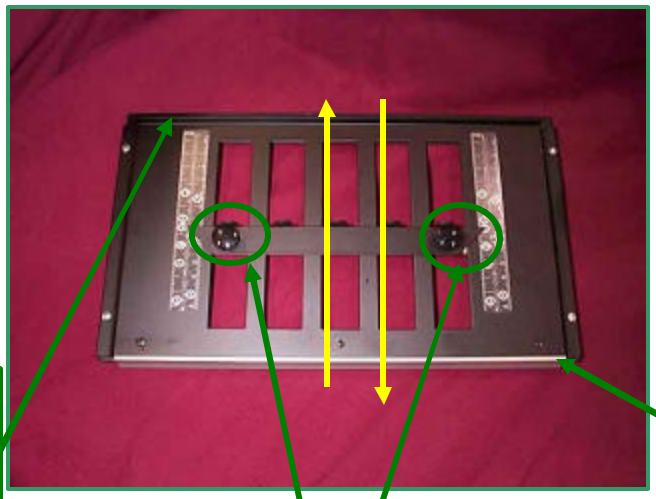
SECOND FOLD TABLE INSTALLATION

The second fold table should **always** be installed into the cavity beneath the feed table (see photo 1). However, depending on the style of fold that is being done it can be installed two ways. The aluminum deflector on the second fold table should be installed facing the unit when there is going to be only one fold in the sheet. This is illustrated in photo #2.

Photo 1

However, if there is going to be two folds in the sheet the aluminum deflector should be facing out. To engage, simply position the table so that the two tie rods in between the side frames of the machine will be in the cut-out grooves on the bottom of the fold table (see photo #2). It is important that this is done because if the table is not properly positioned, the machine will produce jams and inaccurate folds.

Photo 2


When installing the second fold table for a tri-fold, it should be put in so that the open end faces the machine
When installing the second fold table for a half fold, it should be put in so that the deflector end faces the machine.
When setting the folds for the unit, be careful not to over tighten the adjustment knobs on the paper stops.

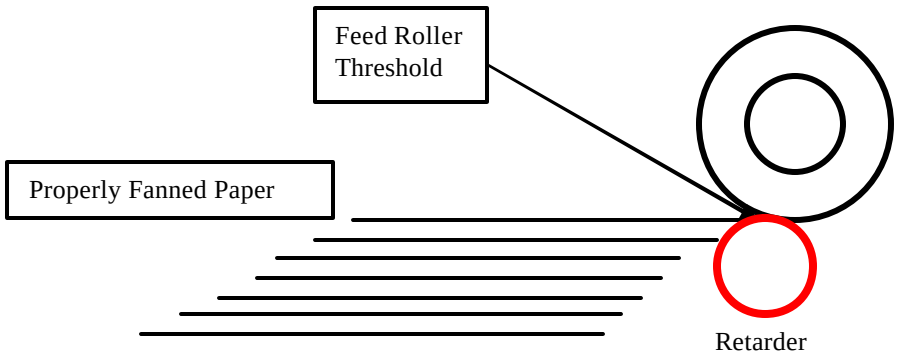
SETTING THE FEED SYSTEM

NOTE: A continuous run can only be done with single sheets, or properly stapled sets.

1. Lower the red wheel in the feed table until there is light between it and the black one.
2. Turn unit on. Hold piece of stock to be ran in between wheels. Slowly raise red wheel until sheet is pulled in.
3. Power down and set three pieces of stock to be tested in feed tray. Turn unit back on, it should take them one at a time. If the sheets do not feed at all, the red wheel is too high, if it tries to take more than one, the wheel is too low. Readjust as necessary.

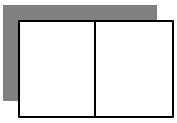
PROPER LOADING OF PAPER

To properly load the machine, the stack of paper should be put in the machine in a reverse – fan. This means that the top sheet should be at the threshold of the black wheel, and each sheet underneath should be a little further back. This will allow the machine to pull off the top of the stack in a continuous fashion. It does not need to be extreme. A ½" stack should be fanned out ½" from left to right (see photo).
Once the stock is placed into the machine, it will have a slight tendency to slide back together. Do not attempt to prevent this, it should not be a factor. The paper guides should not pinch the paper, there should be 1/32" clearance on each side.



TYPES OF FOLDS

SINGLE FOLD (HALF FOLD) STYLE

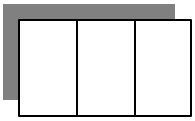


In order to do a half fold, the 2nd folding table should be reversed (see Page 4). When reversed, the paper bounces off of the aluminum deflector instead of entering the slot on the opposite side.

Once the fold table is reversed the setting on it does not matter. Adjust the 1st fold table paper stop for proper folding. There's a fold chart on the receiving tray with most common settings. **The settings are only approximate, some adjustment may be necessary for the best fold quality.**

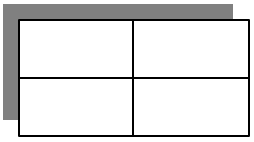
NOTE: DO NOT OVERTIGHTEN THE FOLD TABLE THUMB KNOBS.

DOUBLE FOLD (LETTER FOLD)



In order to do a double fold, the 2nd folding table should be installed with the open end first (See diagram on Page 4) . Adjust both the first and the second fold table appropriately for proper fold. There's a fold chart on the receiving tray of the machine with most common settings. The fold table settings are only approximate. Some readjustment may be necessary for optimum fold quality.

RIGHT ANGLE FOLD



1. Set first fold table for stock (8 ½" X 11", 8 ½" X 14", 11" X 17") and run through machine for proper single fold.
2. Readjust the feed guides of the machine so that the folded edge of the stock will be as close to the black feed wheel as possible.
3. Slighly lower the red wheel to accommodate the thicker material (1/20 turn).
4. Readjust the fold system to accommodate the correct fold.
5. Run a test piece and verify proper feed.

STAPLED SETS

Stapled sets are not recommended on the unit due to damaging the folding rollers over a period of time. However, these can be ran by stapling each set in both of the upper corners. The staples should be parallel to the top edge of the sheet. An alternative to

this would be to lower the red wheel completely and hand feed the sets individually (unstapled).

STACKING WHEEL ADJUSTMENT

The stacking wheel length can be adjusted by sliding the wheels to the appropriate location (see photo). They are also spring loaded and removable.

Photo 3

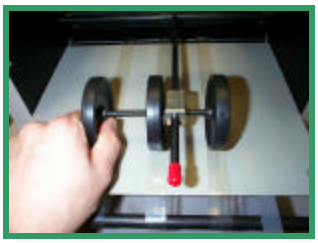
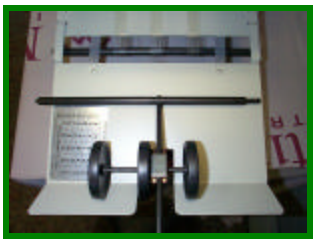


Photo 4



When setting the stacking wheels, set them so that exiting force of the fold rollers will force the leading edge of the folded document under the stacking wheels. If the document lands on the conveyors completely before starting under the stacking wheels, it will not work correctly. An example would be; the folded document comes out of the machine 3 2/3" wide, the stacking wheels should be around 3 ½" from the exit of the unit. Some experimentation may be necessary. When the wheels are properly adjusted, they will allow the document to exit the machine in a uniform manner.

MAINTENANCE

LUBRICATON

For each 20 hours of machine operation, lubricate the bushings of the machine with 1 drop of medium grade lubricant.

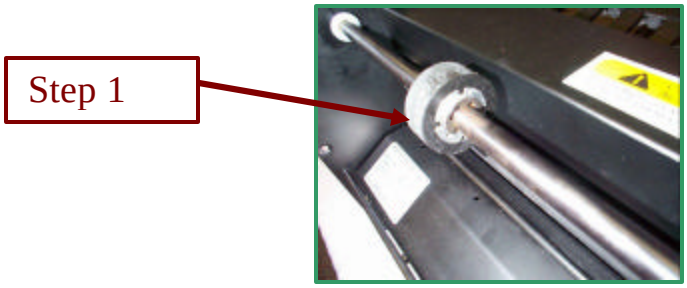
CLEANING

For each twenty hours of operation, clean the folding rollers of the unit with Rubber Roller Cleaner. This is typically done with a Scotch-Brite pad and an old cotton cloth.

ROTATION OF RETARDER

From time to time the red wheel on the unit will have to be loosened and rotated to a new side, and then firmly retightened. This is done periodically due to a flat spot wearing on the surface of the roller.

FEED TIRE REPLACEMENT



NOTE: IT IS BEST TO REPLACE THE FEED TIRE WITH THE FEED TABLE REMOVED FROM THE MACHINE.

1. Using a flat head screw driver, remove the screw from the right side of the feed tire hub. **May require WD40 to loosen**.
2. Remove the E-clip from the shaft on left and right side frame. Remove E-clip from the right side of the feed tire.
3. Slide shaft towards the non power switch side, you may feel some resistance.
4. With shaft disengaged from the operators side frame at this point, slide old feed tire off.
5. Slide new feed tire onto shaft, note the screw hole and make sure that it faces the non-operators side. Slide fully up to metal clip.
6. Realign the feed shaft into the operator's side frame. Replace E-clip on left and right side to hold shaft stationary. Replace E-clip on right side of feed tire.
7. Reattach spring to side of feed tire hub. **Do not firmly tighten screw. Screw head should just be in contact with spring when retightening**.

TROUBLESHOOTING

JAMMING

There are several reasons that a folding machine will jam. Most commonly, this is caused by dirty folding rollers or an incorrectly installed component. The sections on feed table installation and fold table installation should be reviewed before cleaning the rollers. In the event that the machine should jam, there are several tools incorporated into its design to remove it. The solutions are listed in the realm of easiest to most advanced.

REVERSING MOTOR TO CLEAR JAM

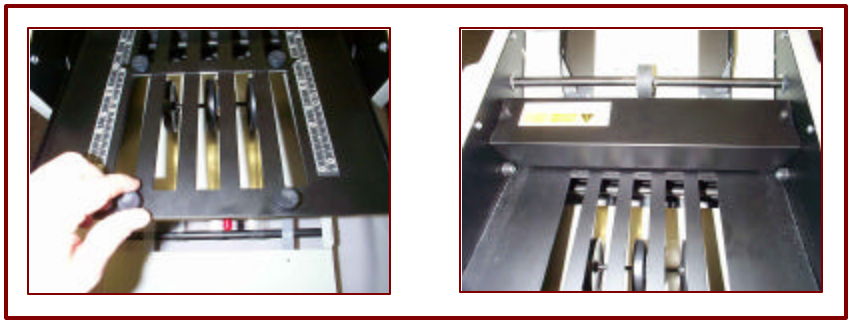
There is a secondary switch on the machine that allows the unit to run backwards. This is accomplished by pressing both switches at the same time. This will usually allow a jam to be removed by working with the paper at the same time that you reverse the motor. There is a reference sticker beside the switch to help eliminate confusion.

MANUALLY CLEARING JAM WITH FLATHEAD SCREWDRIVER

For more severe jams, there is a slot on the operators side of the machine where the rollers can be manually turned with a large flat head screw driver. Do not attempt to manually rotate the rollers while the machine is turned on.

REMOVING FOLD TABLE LID TO CLEAR JAM

When paper is lodged and cannot be removed by any of the above methods, it may require removing the lid from the upper folding table. This is done by removing the (2) thumbknobs that hold the lid in place, and pulling it away from the machine. This will provide increased access to the rollers, and easier access to the paper. **NOTE: When reinstalling the knobs, do not over tighten.**



Parts Schematics and Diagrams Available Separately